

CEDAR CREEK CORRECTIONS CENTER

VISITOR GUIDELINES

The Department of Corrections welcomes you to Cedar Creek Corrections Center. We wish to provide a family friendly environment. To do this, there are some security measures we must take to ensure your visit is safe and pleasant. The allowable number of visitors at one time may vary from one facility to another. All Department of Corrections facilities are tobacco-free. Please read and focus on the guidelines so you may have an enjoyable visit.

Directions: From I-5 take Maytown – Littlerock exit (#95) and go toward Littlerock past the Littlerock Grocery. At the top of the hill, take a left onto Mima Road. Travel about 1 mile and take a right onto Bordeaux Road. This is a DNR road. Stay to the left whenever there is a “Y” in the road. CCCC is located about 5 miles down Bordeaux Rd on the right. The CCCC Administration Bldg is located at the second entrance about ¼ miles past the first entrance. Park in visitor parking lot proceed to the visitor entrance to visit room. CCCC phone number is (360) 753-7278 extension 184.

• TRANSPORTATION

Transportation is not provided to Cedar Creek Corrections Center. The only available transportation from the Olympia area is:

- DC Cab and their number is (360)786-5226

• VEHICLES

1. All vehicles are to be parked and locked in the visitor parking lot.
2. Visitors will not return to their vehicles until they have signed out of the visiting area, or unless authorized to leave the visiting area by correctional staff.
3. Persons not on the visiting list who are providing transportation for visitors are to leave the premises immediately after dropping off the visitor(s). They will return promptly to pick up the visitor(s) at the end of the visiting period.
4. People and animals are not allowed to remain in vehicles in the parking lot during the visiting period.
5. Handicapped parking is available in visitor's parking lot.

• VISITING DAYS

<u>Saturday</u>	Cascade	2:00 pm – 4:30 pm
	Olympic	6:00 pm – 8:30 pm
<u>Sunday</u>	Olympic	2:00 pm – 4:30 pm
	Cascade	6:00 pm – 8:30 pm
<u>Monday</u>	Olympic & Cascade	6:00 pm – 8:30 pm

- **VISITOR ARRIVAL/DEPARTURE TIMES**

1. Visitors may enter the facility grounds no sooner than one half-hour prior to the start of the visiting period.
2. Visitors who arrive 30 minutes prior to the end of a visiting period will not be allowed to participate in the visiting program.
3. All visitors are expected to be off the premises no later than 10 minutes after the visiting period has ended. Taking all unused money & debit cards when they leave.
4. Visitors must be on the offender's approved visiting list and may visit only one offender per visit.
5. No more than five visitors may visit at any one visiting period (this number does not include infants age 18 months or younger).
6. Persons under-18-years of age must be supervised during the entire visit by their non-incarcerated parent or guardian or notarized power of attorney.
7. If the under-18-year-old visitor is here to visit their parent, a visiting adult who is on the visiting list of the same offender must supervise the underage visitor and must have notarized written consent from the under-18-year-old visitor's parent or guardian.
8. Visitor's 16 years of age and older are required to show positive picture identification and to provide the license plate number of the vehicle in which they arrived.
9. Staff will check visitors in and out of the visiting area.

Acceptable forms of identification are:

Current Valid Driver's License	Military Identification
Passport	State Identification Card
Alien Registration Receipt Card	Tribal Identification
Federal Agency Identification	

- **Probation/Parolees/Community Placement Offenders**

Any immediate family member under active parole, probation, or community supervision must have written approval from their Community Corrections Officer, Probation Officer, or Juvenile Rehabilitation Counselor to visit an offender at Cedar Creek Corrections Center (CCCC). In addition a letter must be addressed to the Superintendent of Cedar Creek requesting approval. Formal approval from the Superintendent must be received prior to the scheduled visit. This immediate family member must wait one year for felony convictions and 3 months for misdemeanor convictions before applying.

Eligible family members are as follows:

Spouses	Stepparents	Sisters
Children	Grandparents	Half-sisters
Stepchildren	Brothers	Stepsisters
Half-brothers	Parents	Stepbrothers
Grandchild		

- **MEDICAL**

There is no emergency medical care available on site during visiting hours. In the event the need arises for a visitor to receive emergency medical attention, 911 emergency services will be contacted.

- **FIRE SEASON**

It is advisable during fire season, April 15 through October 15, to call the institution to determine if the offender is available on visiting days.

- **VISITORS SUBJECT TO SEARCH**

Visitors will be asked to sign a search permission form **which is required for visiting**. Pat searches, vehicle searches, personal property searches and/or canine searches may be conducted.

- **ITEMS ALLOWED IN VISITING AREA**

1. Personal car key.
2. Life-sustaining medication that is needed during the visiting period. Visitors must provide proof of prescription, which will be kept at the Visit Office.
3. Three diapers, baby wipes in a zip lock plastic bag, two clear plastic baby bottles, one pacifier, two unopened jars of baby food, a spoon, one change of clothes for infant, one non-quilted receiving blanket, one car seat/carrier, and one diaper bag of clear/see through plastic, two bibs.
4. Identification documents.
5. \$15.00 in cash, maximum, for each person visiting, including the offender.
6. Prescription eye glasses, hearing aids, and dentures.
7. Small comb or brush.
8. Four pieces of jewelry in piercing (e.g.; one nose, one lip, two ears, or the combination of pieces of pierced jewelry).
9. One watch.
10. Wedding ring set and one ring.
11. Two necklaces.
12. Two bracelets.
13. Two pair of eyeglasses, to include one non-reflective pair of sunglasses for outside visits only.
14. Belts may be worn excluding money belts or belts with compartments.
15. Headgear or excessive hair ornaments, when medically required with written verification, or part of a religious practice.

- **DRESS CODE FOR VISITORS**

Dress standards are necessary to ensure the safety and security of visitors and offenders to promote a non-offensive, family oriented environment and to provide efficient processing of visitors. The Shift Commander/designee will make the final determination regarding the appropriateness of any clothing, footwear, accessories allowed. The following guidelines apply to visitors five years and older:

Males

Male visitors must be appropriately dressed in under-shorts, pants, shirt, socks, and shoes.

Females

1. Female visitors must be appropriately attired in dress, shirt and pants or skirt, with socks and shoes.
2. Undergarments will be worn.
3. Hemlines must be no shorter than three inches above the top of the knee.
4. Slits in skirts and dresses should not extend higher than three inches above the top of the knee.
5. Pantyhose, leotards, or nylons, with briefs, must be worn with skirts and dresses.
6. All female visitors except small children must wear brassieres.

The following clothing is not allowed:

1. Clothing that refers to obscenity, alcohol, drugs, sex or gang references.
2. Sleeveless garments.
3. Swimsuits.
4. Shorts.
5. Spandex, Lycra, rubberized/elasticized garments, skin-tight clothing, or clothing with holes.
6. Garments (other than hosiery) made of sheer or transparent (see-through) fabric.
7. Mesh shirts, Halter tops, tube tops or any top baring the midriff area.
8. Wrap-around skirts or skirts with full-length openings.
9. Tight Skirts.
10. Tops cut low in front or back.
11. No flip flops/thongs/shower shoes, slippers or foul weather style boots or shoes.
12. No camouflage.
13. No bib attire.
14. No excessive pockets, padding or layering of one outer garment over another.
15. No jewelry that hides other items (e.g.; broaches lockets, pins, or jewelry that looks like a key).

• VISITING ROOM RULES OF CONDUCT

1. Visitors and offenders will remain appropriately dressed throughout the duration of the visit.
2. Offenders will wear their nametags at all times.
3. A limited amount of embracing and kissing is permitted at the beginning and the end of the visit. While seated, hands and arms must be kept on or above the tables. Holding hands is allowed with hands in plain view. Feet will remain on the floor and legs will not be intertwined.
4. Visitors and offenders will seat themselves as assigned by the Visiting Room Officer. Offenders will sit facing the Visiting Officer and will NOT share their side of the table with visitors. They will not wander around the visiting room to other tables. Movement to the vending machines and restrooms is permitted.
5. Children attending visiting must be supervised at all times by the approved adult visitor. Failure to do so could result in loss of visitation privileges.

6. Please use changing areas for children which are provided.
7. Verbal corrections & time outs are the only allowable forms of discipline during visits.
8. Tables will be left as clean as possible. Trash will be deposited in the proper receptacles.
9. Visitors are allowed to purchase food and beverage items from the visiting area vending machines. These items must be consumed prior to the end of the visit.
10. No one is allowed to bring food or beverage items into the visiting areas from outside the facility with the exception of items for infants as outlined in Item "Allowed in Visiting Room" section.
11. At the end of the visiting period, visitors will promptly leave the visiting area and offenders will be instructed where to report. Visitors vehicles left on premises at the conclusion of business will be towed at the owner's expense.
12. If behavior violates visiting room regulations, the Officer will warn the offender and his visitor. If it continues, the visit will be terminated under the authority of the Visiting Officer. However, it should be noted that no warning is required on a serious rule violation. The offender's behavior is dealt with by an infraction, per WAC 137-28 regarding offender discipline. The visitor's behavior is dealt with per WAC 275-80 regarding visits.
13. Conversations should remain quiet without harsh language or swearing.
14. Visitors who share bad news must inform staff in advance.
15. Grooming of children's hair may be done in the visiting room.
16. Please put away all items during visits (i.e.) games, toys, books.

It is the intent of Cedar Creek to maintain a visiting program to help offenders preserve ties with family and friends. Cooperation of all parties is crucial in order to ensure that visiting is a pleasant experience for all. The complete Cedar Creek Visiting Operational Memorandum is posted on the wall in the visiting area. Visitors and offenders are encouraged to read it thoroughly.

Visits may be terminated if:

1. There is excess physical contact or attempts to conceal physical contact occur.
2. There is a refusal to submit to a search.
3. Visitor is found in possession of contraband.
4. Visitor appears to be under the influence of drugs or alcohol.
5. Offender being visited is found in possession of contraband.
6. Visitor's behavior or presence threatens the secure and orderly operation of the institution.